EDMONTON METROPOLITAN REGIONAL PLANNING COMMISSION

ANNUAL REPORT 1988 / 1989

EDMONTON METROPOLITAN REGIONAL PLANNING COMMISSION

Ross G. Quinn
CHAIRMAN

R.G. Madziya, M.A., M.C.I.P.
EXECUTIVE DIRECTOR

June, 1989

YOUR FILE .....

OUR FILE .....

Mr. Ross G. Quinn
Chairman
Edmonton Metropolitan
Regional Planning Commission
Edmonton, Alberta

Dear Sir

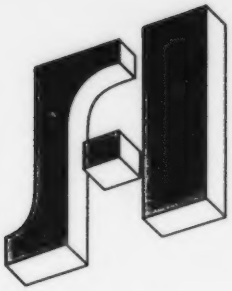
It is my pleasure to submit to you the seventh Annual Report of the Edmonton Metropolitan Regional Planning Commission, which covers the April 1, 1988 to March 31, 1989 fiscal year.

Respectfully submitted,

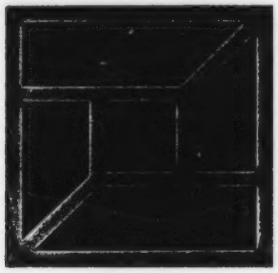
R.G. Madziya
Executive Director

9th floor, Metropolitan Place 10303 Jasper Avenue Edmonton, Alberta T5J 3N6 **(403) 423-5701** Fax (403) 429-2830

EDMONTON METROPOLITAN REGIONAL PLANNING COMMISSION



stylized representation of the Commission's planning region and its functions, the E.M.R.P.C. logo's shape and its five modules symbolize the Commission's boundary and the major jurisdictions by area. The arrangement of the modules in a square is intended to symbolize unity of purpose, co-operation and orderly development.



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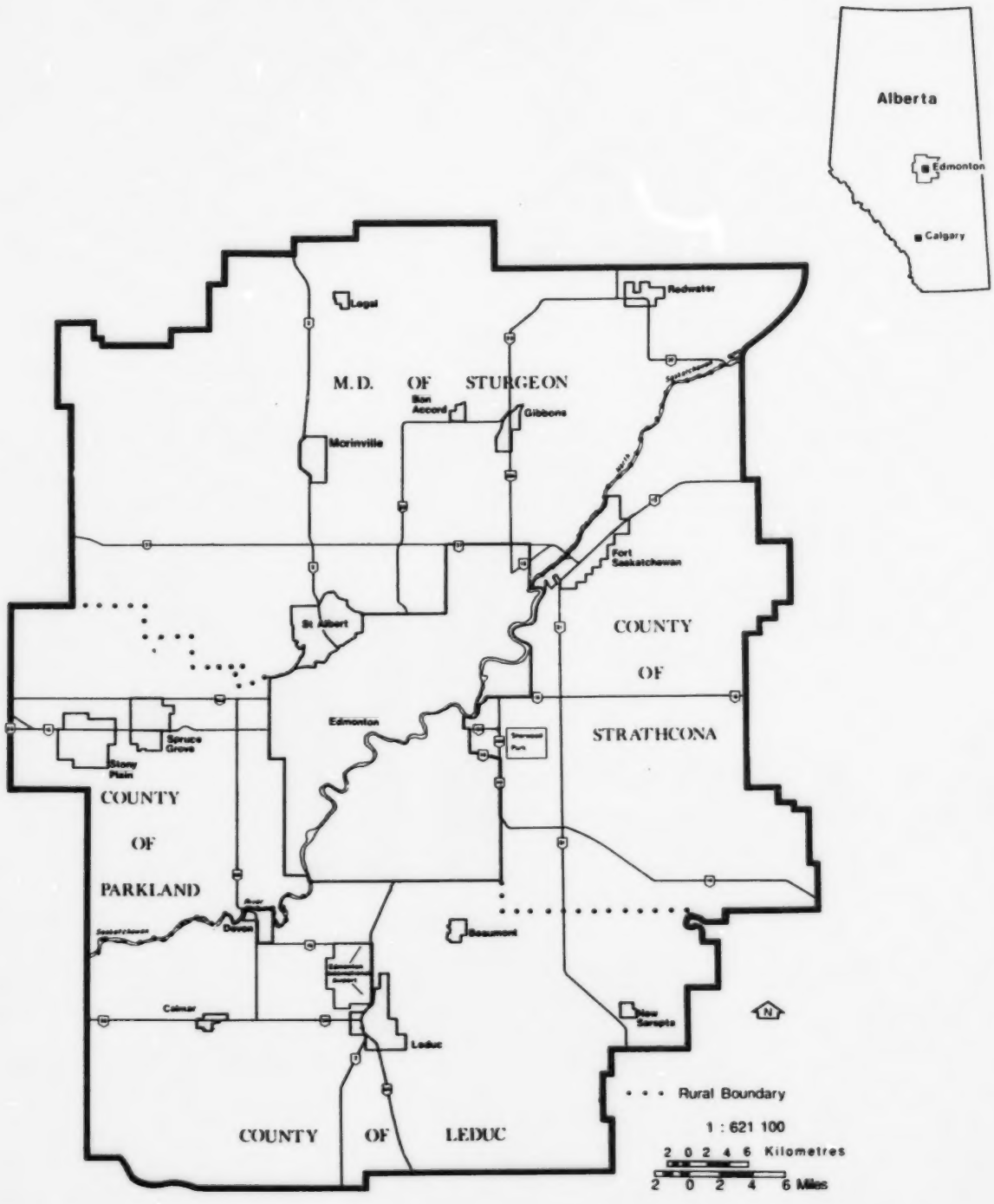
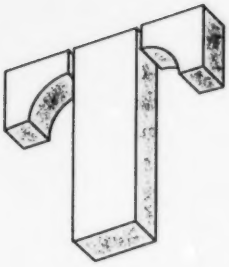
PLANNING REGION

EDMONTON METROPOLITAN REGIONAL PLANNING COMMISSION



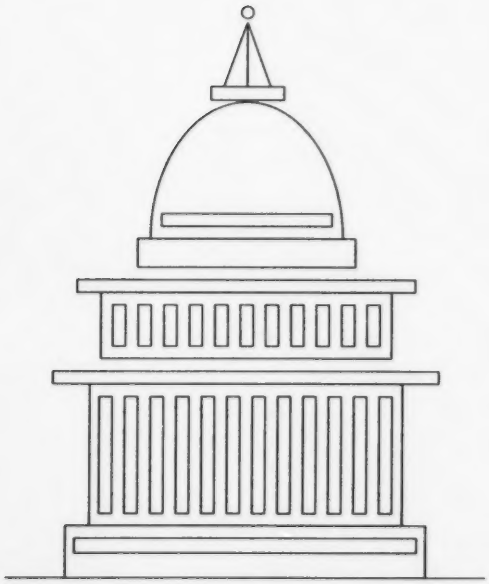
RESPONSIBILITIES
E.M.R.P.C.



The Planning Act sets out the role, responsibilities and duties of the Edmonton Metropolitan Regional Planning Commission. The main functions of the Commission are to:

- prepare, adopt and administer a Regional Plan for the Edmonton Planning Region;
- provide advice and assistance to municipalities on planning matters;
- act as the subdivision approving authority for the Region, except where a municipality has been delegated this authority by the minister;
- provide advice and recommendations on annexation matters; and
- seek and encourage public participation in the planning of the Edmonton Region.

As part of its on-going operations, the Commission often serves as a centre for co-ordinating the planning activities undertaken by other levels of government.



CHAIRMAN'S REPORT

ROSS G. QUINN
MAYOR, TOWN OF MORINVILLE

Once again it is with great pleasure that I am able to report to you on the activities of the Edmonton Metropolitan Regional Planning Commission for the fiscal year ending March 31, 1989. As Chairman of the Commission, I have been able to witness, first-hand, the changes which have occurred over the past five years. When I became Chairman in 1984, we had just completed the Regional Plan and, in the years which followed, we were faced with cutbacks in funding and the need to downsize the Commission staff while, once again, carrying on the unending debate on the role of the regional planning commissions.

In 1985, with a new Executive Director and a new set of Goals and Objectives we saw the Commission begin to transform, both in looks and substance. Things began to change. In the last few years the Commission has become more pro-active and I think that this has sometimes made people a little uncomfortable. We have taken a stand on some very important issues and although our position has not always been popular it has been objective and well thought-out.

We have also tried to deal with issues which have not normally been associated with regional planning commissions such issues as the solid waste problem in the Metropolitan Region which I mentioned in last year's report. I personally initiated this project to see if something more could be done to solve this obvious regional

problem. After careful consideration and discussion a resolution was passed asking the Minister of the Environment to investigate means by which this problem could be more effectively dealt with on a regional level.

Throughout the whole process it was important to point out that we were not advocating that the regional planning commissions should be more directly involved in the area of solid waste management. However, because of the impact that a regional-scale solution might have on the use of land in the region, we did feel it was our role to ask questions and try to find an appropriate solution.

The Big Lake Plan is an example of pro-active planning. In the case of Big Lake, co-ordinating the planning of this regional resource has taken a lot longer to complete than we first imagined, but finding a solution, which is mutually beneficial to the surrounding municipalities and the Metropolitan Region as a whole, will be worth the wait.

We have also taken a pro-active role in our Winter Seminar where throughout the past three years we have tried to present a broader perspective or, if you will, the "Big Picture". As was explained by Dr. Morris Massey, the Keynote Speaker at "Omni-Trends" this year's Winter Seminar, if we are to become more effective at making our municipalities, our region, or our country a better place we must change the way we see the world. We need to change our perspective and we can do this if we "R.I.S.E.". Relax and not take everything quite so seriously; Insulate ourselves from the truly negative forces around us; Scan, by looking beyond the day-to-day situation at the bigger picture; and Empathize, or try to consider other people's viewpoints.

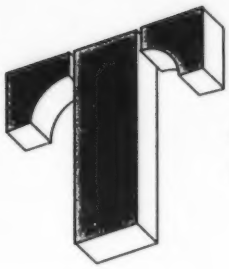
Despite the people who spend most of their time trying to point out the things the Commission should not be doing, rather than finding the things that we could or should be doing, I think the next few years will be even more exciting. This year, the Edmonton Metropolitan Region was chosen as the site of the Alberta Planning Board's Land Related Information System Pilot Project. This project is important for a number of reasons and one, that I am very interested in, is whether or not all of this new computer technology can be transferred to smaller communities. More importantly, the project will test the ability of different government agencies to share data so that information only has to be collected once and stored in one place. This reduction of redundancy and duplication of effort alone will save this province millions of dollars in the years ahead.

As the Commission, in its new location in Metropolitan Place, prepares to move into the 1990s and towards our fortieth anniversary, I think it is an important time to consider where we have been, the changes which have occurred in the world around us and what needs to be done, collectively as a Commission, to provide our region with the best of all possible futures.

In closing, I would like to thank all those members who took time to serve on the Commission. In particular I would like to thank Mr. Frank Schoenberger, our Vice-Chairman, Mr. Ron Hayter, Chairman of the Executive Committee and Mr. Lee Danchuk, Chairman of the Planning Committee, for their leadership. Once again, I would like to thank Mr. R.G. Madziya and the Staff for their hard work and professional excellence throughout the past year.

EXECUTIVE DIRECTOR'S REPORT

R.G. MADZIYA, M.C.I.P.



here is nothing more difficult to take in hand, more perilous to conduct, or more uncertain in its success than to take the lead in the introduction of a new order of things.

Jean Jacques Rousseau

Over the years the Edmonton Metropolitan Regional Planning Commission has, on many occasions, taken a leadership role in fulfilling its mandate as the agency responsible for regional planning in the Edmonton Metropolitan Region. The fiscal year ending March 31, 1989 was no exception. In 1988/89 I am pleased to report that, once again, we were able to successfully carry out our dual mandate of providing municipal planning services for the benefit of individual member municipalities and regional planning for the good of all our municipalities collectively.

The most significant accomplishment of 1988/89 was the selection of the Edmonton Metropolitan Regional Planning Commission, in cooperation with the M.D. of Sturgeon and the Town of Morinville, for the Alberta Planning Board's Land Related Information Systems Pilot Project. As Mayor Quinn, our chairman, mentioned in his report, this Pilot Project is important to all Albertans for a number of reasons. What I find the most exciting, however, is the value-added benefits which we, as a region, will derive when these new planning tools can be put to use in support of both regional and municipal planning efforts. I must emphasize the word "planning tools", since we are not talking about a magic box that will provide all the answers and, replace planners and decision makers. The Pilot Project is also not about computer mapping, although mapping is a component of the project. What I am talking about is a tool which, in the hands of someone who understands the problem, the nature of the information to solve it, and the computer technology to extract and analyze it, can greatly enhance our abilities to provide the decision makers with the best information possible. In this respect, the Pilot Project has provided the Commission with the foundation to make some major advances in the years ahead.

In the past year we have also carried out some of the more traditional aspects of planning in different ways by placing a greater emphasis on implementation, rather than ending our involvement at the planning phase. Most of these efforts centred on providing the Towns of Calmar, Beaumont, Gibbons and Bon Accord with suggestions for streetscape and building design improvements. We are trying very hard through the provision of

planning advisory services, to help municipalities help themselves to find ways to improve the quality of life for all members of their communities. We believe that well-planned and vibrant communities will be the foundation of a well-planned and vibrant region.

When we speak of vibrant communities most of us think in terms of economic well-being and, at the municipal level, that means business or economic development. Back in 1983, the EMRPC conducted a Market Areas Survey of the Region and the primary use of the information was to determine the commercial land needs of communities as part of the General Plan process. The information also had many other uses and has proven very useful to the Region's economic development agencies and the business community. We have had many calls since 1983 asking when the survey would be repeated and so after five years we felt that enough changes had occurred in the region to warrant another look. In particular, I think that everyone was interested in the effect that West Edmonton Mall had had on the shopping patterns of the region. Accordingly, a second Market Areas Study was carried out during the summer of 1988. The Market Areas Study is another example of the need for the Regional Planning Commission to provide our member municipalities with the regional perspective or, the "big picture".

Leadership also means not giving up and although it would have been easy to have given up many times over the past three years, it now appears that the Big Lake Plan is nearing completion. A joint committee, made up of elected and staff representatives from each of the four municipalities involved, met four times over the last year and has hammered out a plan which appears to be mutually acceptable. The plan should be ratified early this summer.

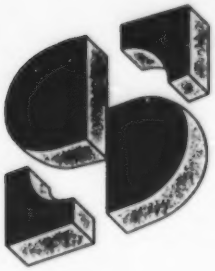
Judging from the response to the evaluations, I am pleased to report that our Annual Winter Seminar appears to have been successful. We have tried very hard to plan seminars which deal with issues which are topical and relevant as well as thought-provoking and, if possible, entertaining. Finding interesting topics is only half the work. Finding good speakers and persuading them to come to Edmonton in January is quite another matter. However, anything "worth doing is worth doing well", so every effort will once again be made to make our next Winter Seminar even better.

On the organizational and administrative side of the EMRPC's operations, actions were initiated in fall of 1988 which would result in the Commission moving from its long-time location in the Baker Centre to Metropolitan Place. The new location is more functional as all of the office space and meeting rooms are now on the same floor. Besides retaining a central location with improved parking facilities, Metropolitan Place is within a short walking distance of Municipal Affairs' new offices in the Olympia-York development.

As part of the ongoing development of the Edmonton Metropolitan Regional Planning Commission's information system and office automation efforts, in February of 1989 we merged our Drafting/ Graphics unit with our Information Systems unit to form the Information Services Branch, under the management of Ron Mattiussi. This new branch will be responsible for the collection, maintenance and dissemination of information, for the benefit of the Commission staff and our member municipalities.

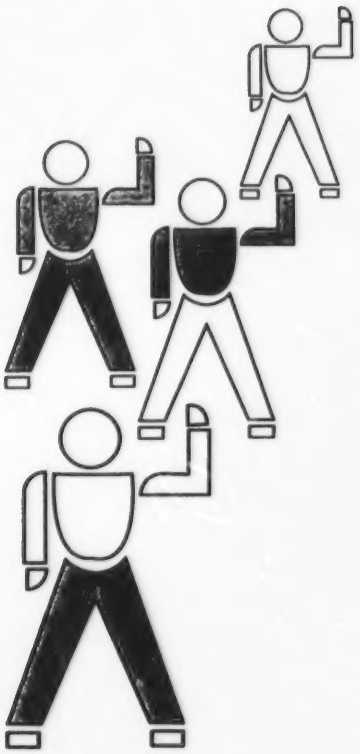
I have tried to give you an overview of our activities over the past fiscal year. The details will come later in the Managers' Reports. I started off with Rousseau's quote because I believe that, as planners, we must do more than react to land use issues as they arise. Rather, we should use a more proactive approach to planning. Leadership means having the courage to try new and different ways to achieve our goals. When asked for the secret of his success, Wayne Gretzky, one of the greatest hockey players ever, replied "I skate to where the puck is going to be, not to where it has been." I know that, as the Commission moves closer to its fortieth anniversary, we will take the actions needed to ensure that the Commission will continue to provide a valuable and necessary service to the municipalities of this region and the Province of Alberta.

MEMBERSHIP
APRIL 1, 1988 TO MARCH 31, 1989



Seventeen municipalities, out of a total of 19, have members appointed to the Commission. Regular Commission meetings are held once every month. In the fiscal year April 1, 1988 to March 31, 1989, the Commission held twelve (12) regular meetings, as well as an Organizational Meeting and an Annual General Meeting.

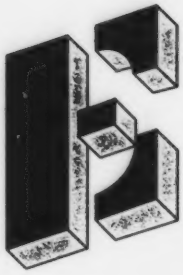
Each year, at the Organizational Meeting, a Chairman, a Vice-Chairman and members of the Executive Committee are elected by the members themselves. As of March 31, 1989 these officers were as follows:



Chairman:	**Ross G. Quinn**
Vice-Chairman:	**Frank Schoenberger**

Designated Municipalities	**Appointed Members**	**Appointed Alternates**
City of Edmonton	Alderman Patricia Mackenzie	Alderman Julian Kinisky
	Alderman Ron Hayter	Alderman Bruce Campbell
	Alderman Ken Kozak	Mayor Terry Cavanagh
	Alderman Mel Binder	
	Alderman Jan Reimer	
	Alderman Helen Paull	
	Alderman Lillian Staroszik	
	Alderman Judy Bethel	
	Alderman Lance White	
City of Leduc	Alderman Blair Lundy	Alderman Rolly Owens
City of St. Albert	Alderman Pamela Smith-Paul	Alderman Anita Ratchinsky
	Mayor Ray Gibbon	Alderman Jerry Manegre
City of Fort Saskatchewan	Mayor Pryce Alderson	Alderman Kenneth Hodgins
City of Spruce Grove	Alderman Dave Hinch	Alderman Cecil Heil
M.D. of Sturgeon	Councillor Frank Schoenberger	Councillor Maurice Remillard
County of Leduc	Councillor Albert Klapstein	Councillor Ed Chubocha
County of Parkland	Councillor Peter Bakker	Councillor George Sewell
County of Strathcona	Councillor Warren Thomas	Councillor Sandy Lipka
	Councillor Dean Bell	Councillor Jim Common
Town of Beaumont	Councillor Judi Gnus	Councillor Ken Kobly
Town of Bon Accord	Mayor Lee Danchuk	Councillor Ron Herd
Town of Calmar	Councillor Bob Royer	Councillor Ron Wigington
Town of Devon	Councillor Dick Szyndrowski	Councillor Garry Browning
Town of Gibbons	Councillor Ronald Smith	Councillor Geoff Jones
Town of Morinville	Mayor Ross G. Quinn	Councillor Mary Anne Balsillie
Town of Redwater	Councillor Peter Hrynchuk	Councillor Tony Flierl
Town of Stony Plain	Councillor Dwight Ganske	Councillor Douglas Hall

COMMITTEES



Each year, the Commission elects and appoints some of its members to standing committees which carry out specific duties and responsibilities on behalf of the Commission. For this past fiscal year, the standing committees of the Commission were the Executive Committee and the Planning Committee. The Commission may also appoint special committees as required.

Each committee elects its own Chairman and Vice-Chairman. Some committees also have advisory representatives from various Alberta Government departments.

EXECUTIVE COMMITTEE

Alderman Ron Hayter
Committee Chairman

Alderman Ken Kozak

Mayor Ray Gibbon

Councillor Warren Thomas

Councillor Frank Schoenberger
Commission Vice-Chairman

Alderman Dave Hinch

Mayor Ross G. Quinn
Commission Chairman

PLANNING COMMITTEE

Mayor Lee Danchuk
Committee Chairman

Alderman Jan Reimer

Alderman Patricia Mackenzie

Alderman Blair Lundy

Councillor Peter Bakker

Councillor Albert Klapstein

Councillor Peter Hrynchuk

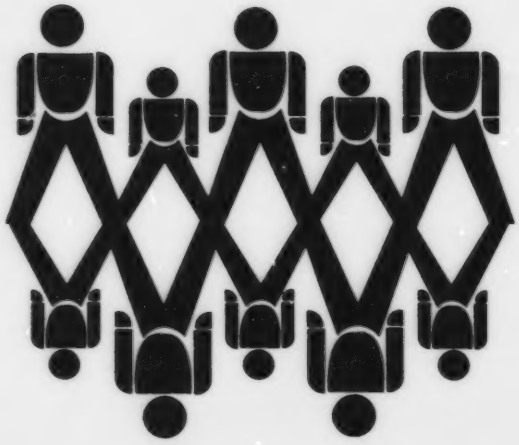
Mayor Ross G. Quinn
Commission Chairman

Non-Voting Members:

Mr. Wilf Cody
Alberta Agriculture

Mr. Doug Stanton
Alberta Environment

Mr. Al Werner
Alberta Transportation

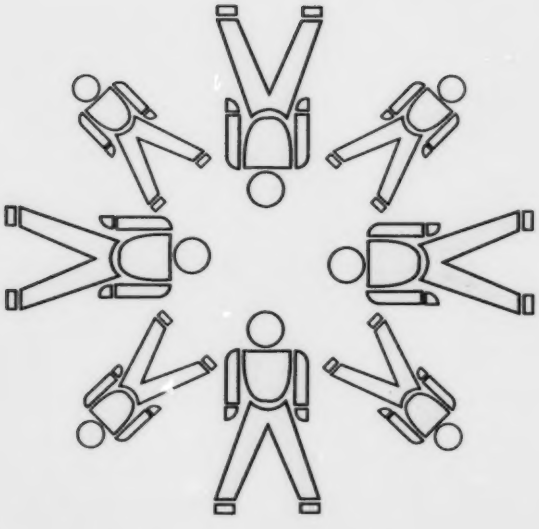


STRATEGIC PLANNING
BRANCH REPORT

PETER DICKSON, M.R.T.P.I., M.C.I.P.

One of the most challenging aspects of planning is dealing with uncertainty. This fact is true for all types of planning, ranging from individual business planning all the way up to regional planning. The challenge lies in taking an action, or set of actions, now in order to achieve certain objectives in the future. For the small businessman the challenge may be how to successfully expand his business within the next five years. For the local decision maker it may be how to increase the number of commercial facilities in the municipality without hurting existing businesses. Both situations require careful planning, and careful planning must deal with the fact that the future is, at best, uncertain. However, the level of uncertainty associated with the future can be greatly reduced if relevant, factual information is available. Good information, therefore, is essential for good planning.

With this in mind, the Strategic Planning Branch has been involved in several major projects, over the past year, which were intended to produce relevant information for numerous planning purposes. A major effort was devoted to the Market Areas Study. This involved the collection of valuable information on the shopping habits and preferences of the Region's inhabitants through the administration of a questionnaire survey to approximately 9000 residents. The survey was conducted by phone during the summer of 1988, and the results were entered and tabulated on the Commission's computer. The first report produced as a result of this study deals with the Region's urban inhabitants and is now available. The second report, which will analyze individual market areas in more detail, will be available later in 1989. The information provided by this study will enable businesses and municipalities to plan more successfully, and will contribute to market analyses and marketing efforts throughout the Region.



A study to identify and classify Environmentally Sensitive Areas in the County of Strathcona and the M.D. of Sturgeon was also undertaken during the past year and is now nearing completion. The study will provide the municipalities and the Commission with better information on where environmentally sensitive lands are located and how sensitive certain areas are to disturbance and development. This, in turn, will allow for the development of local and regional policies to protect the areas thus identified.

The first two reports in the Demographic Studies series were also produced recently. These reports use data taken from the 1986 Statistics Canada Census, and also from previous censuses, in order to provide a handy reference document containing relevant population information for the Edmonton Metropolitan Region and its 19 constituent municipalities. The first report groups the data for Alberta, the Region, and each municipality separately in an individual profile format, and the second report repackages essentially the same information in a format which permits easy comparison among municipalities. The reports will make the information available to a wide range of users. Additional reports, dealing with household and family characteristics, were begun by year end and should be available shortly.

An application was received in May, 1988 from the County of Strathcona to amend several components of the Regional Plan. The proposed amendments covered such topics as:

- definitions of agricultural land and the nature and extent of policy governing the agricultural conservation areas;
- policies for development and subdivision on poorer agricultural lands;
- the definition of rural industrial uses;
- updating the list of existing hamlets in the County;
- expansion of the Scotford industrial designation on the Policy Reference Map; and
- the need to assign Sherwood Park equal status with other urban municipalities in the Region, in terms of the Regional Plan's Fringe Area policies.

The proposed amendments were reviewed by staff and the Planning Committee of the Commission and it was concluded that the amendments to the list of hamlets and to the status of Sherwood Park are minor in nature and could be dealt with at this time. The others would require considerable research, which could be more appropriately undertaken as part of the Regional Plan Review, to be initiated in 1990. The Commission concurred with the Committee's recommendation and requested the County to establish a planning boundary for Sherwood Park in the County's general municipal plan before the Commission would proceed with the amendments. Any further action on these amendments by the Commission was pending as of March 31, 1989.

The Big Lake Study, which has been ongoing for several years now, appears to be nearing a conclusion. Following the public review of alternative plans for Big Lake in March of 1988, a sub-committee, consisting of two members from each of the four municipalities bordering on the lake, was struck to consider and review the Big Lake final draft plan. This process was time consuming because of the difficulty in reaching consensus on how the final plan should be adopted. Suggestions that the plan should be adopted as a Joint General Municipal Plan or as four separate Area Structure Plans were not acceptable to all of the municipalities involved. Accordingly it appears that the final plan will be adopted by resolution of the Councils involved and that it will serve as a guideline for the preparation of more detailed plans, rather than as a statutory plan. It is, nevertheless, consoling to report that a general agreement does seem to have been reached on the direction of future development at Big Lake.

The Branch started work on two additional projects towards the end of the year. Both projects are major undertakings which should complement the review of the Regional Plan when this is carried out. The Fringe Area Study is examining the issues and problems which occur in areas around existing urban municipalities where development pressures are often extreme. During the course of the study, numerous municipalities in Canada and the U.S.A. were contacted in order to identify how fringe areas are defined, what issues are prevalent, and what solutions have been tried, successfully or unsuccessfully, to deal with the issues. It is hoped that the Study will provide a better understanding of fringe areas and thus help the Commission to critically appraise its own fringe area policies contained in the Regional Plan.

The second project is a Regional Recreation Study which is not expected to be completed until well into the 1989/90 budget year. This study will attempt to identify criteria by which recreation areas will be classified as being of local or regional importance. The process will require the involvement of the municipalities, and the result will help to define where the regional interest in recreation lies, and thus where regional recreation policy should be focused.

The Strategic Planning Branch has also been involved in several additional projects of a more minor, and often on-going, nature during the course of the year. Examples of these projects include: the preparation of the Commission's study on Solid Waste which was referred to the province for further action; the identification of existing and proposed golf courses in the Region; and the presentation to the E.R.C.B. of the Commission's position on the proposed TransAlta hydro transmission line along either the 17th Street route or the R.D.A. corridor. In addition, Branch staff were involved in the meetings of the West Edmonton Liaison Committee and the Edmonton Regional Economic Development Team, and participated in a number of studies spearheaded by the General Planning Branch.

On reflection, 1988/89 was a very productive year and the staff looks forward to a continuation of this in 1989/90.

GENERAL PLANNING
BRANCH REPORT

EUGENE L. DMYTRUK

The Branch experienced one of its busiest years as a result of increased demands upon staff for assistance and higher levels of development activity throughout the Region. The scope of the work covered a wide range of projects, topics and issues. The legislated advisory and support roles, provided by the Commission to its member municipalities, often places staff in the forefront of planning issues and problems that need to be resolved. Thus, extensive liaison is maintained with municipal officials, provincial departments, the public and the development industry to ensure a continued flow of information and consultation on planning issues.

The emphasis of this year's work program fell into three main areas:

- involvement in the administration and implementation of the Regional Plan;
- land use planning services to municipalities, including the preparation of statutory plans, land use by-laws and special studies requested by Councils; and
- subdivision planning services and other current planning activities.

With regard to the Edmonton Metropolitan Regional Plan, staff continued to devote a significant amount of time to conformity reviews, plan interpretation advice and on the resolution of nonconformity issues. This included providing assistance in the review of amendments to the Regional Plan proposed by the County of Strathcona, reviews of subdivision referrals, new statutory plans and land use by-laws or amendments to these documents and consultation with municipal officials on compliance with Regional Plan policy. The more significant statutory plans reviewed in the past year included: the draft Edmonton General Municipal Plan; amendments to the County of Strathcona General Municipal Plan; and area structure plans for Heritage Hills (County of Strathcona), Grange-Oasis West (Edmonton), Akinsdale South and Lacombe Park (St. Albert), and Wizard Lake (County of Leduc). In addition, staff commented on two new land use by-laws and on a variety of by-law amendments and development proposals from across the Region.

Throughout the year staff also participated in the reviewing and updating of a number of statutory plans and land use by-laws. The M.D. of Sturgeon/City of Fort Saskatchewan Joint General Municipal Plan, initiated in late 1987, was completed and proceeded to the public hearing stage. The plan establishes a joint planning area and focuses on a number of fringe planning issues in the M.D. of Sturgeon portion of the Fort Saskatchewan urban fringe and provides a "communication channel" to enable municipalities to consult on matters of mutual concern. Adoption of this plan by the two municipalities is pending, as of the end of the fiscal year.

Work is underway on the review and update of general municipal plans for the County of Leduc and the Town of Beaumont. The planning process includes review of issues and growth options and will result in strategies and policies which convey the long term vision and planning operations of the two municipalities. Both plans are scheduled for completion in 1989.

Downtown revitalization is another area where considerable staff assistance was sought by and provided to member municipalities. Downtown plans were completed by staff for the Towns of Redwater and Calmar. These plans were developed in close consultation with community groups and were adopted by the respective Councils in 1988. They provide a policy and action framework for undertaking improvements in the downtown areas to ensure a pleasant environment, orderly development of land and continued viability of the downtown areas. In addition, staff provided assistance on the implementation of various downtown planning initiatives, including: a new town entrance landscape design and a main street parking scheme for Gibbons; a design concept for civic corner improvements in Calmar; and input into streetscape and building design improvements in Gibbons, Bon Accord, Calmar and Beaumont. The assistance that staff provides municipalities, in the implementation of downtown plans, ensures compliance with the plan and that the plans remain a vital component of the overall downtown revitalization programme.

The preparation of land use by-laws and the provision of day-to-day advice and assistance on by-law amendments, interpretations and advice to development appeal boards are basic services provided to member municipalities and the public. A major by-law review was completed for New Sarepta and new draft by-laws were prepared for Morinville and the M.D. of Sturgeon. Adoption of the latter two is pending.

The past year was also unusually active with annexation proposals. Staff reports were prepared on annexations proposed by St. Albert and Beaumont and by the County of Leduc for a road right-of-way adjacent to Calmar. Briefs were submitted to the Local Authorities Board. The Town of Beaumont's annexation would add approximately 500 acres of land to the Town and includes a proposed 18 hole golf course and a 1000 unit housing development, expected to be developed over the next 10 to 15 years.

Considerable time and effort was also devoted to helping municipalities with day-to-day planning and development matters. This included attendance at council and development appeal board meetings and public hearings, as well as providing information, preparing reports and assisting municipal staff, developers and the public. Examples of this work include: landscape and urban design guidelines; parking standards; assistance with municipal and school reserve agreements; siting of rural industry; Big Lake trail development cost estimates; advice on highway commercial development in Devon; and a master plan for recreation grounds in Redwater.

Other special projects included the preparation of a manual containing forms for key planning processes carried out at the local level; a review of the Environmental and Public Reserve policies of the Commission; and, commenting to Alberta Municipal Affairs on proposed changes to Bill 50 - the Planning Act and the Subdivision Amendment Regulation. The Public and Environmental Reserve Policies were adopted by the Commission in December, 1988. The new policies will guide the decisions of the Commission, acting as one of seven subdivision approving authorities in the Edmonton Region. They will also be useful to other municipalities in the Region with their own subdivision approving authority. A background report accompanies the reserve policies to assist in understanding the basis of the policies.

Subdivision processing continues to be a major Branch responsibility. This includes working with the public, developers and referral agencies; providing subdivision service to 13 of 19 member municipalities in the Region; advising and recommending to municipal councils and the Commission on subdivision applications; and representing the Commission at appeal hearings before the Alberta Planning Board. In addition, staff commented on referrals from five other subdivision approving authorities, by reviewing applications for conformity with the Regional Plan.

The number of subdivision applications submitted to the Commission for approval in the 1988/89 fiscal year increased by 20 percent over the previous year. Of the 127 applications received, 32 were appealed to the Alberta Planning Board. In addition to the 127 applications processed, the Commission commented on 98 subdivision referrals from other subdivision approving authorities. The tables and figures which follow provide further details.

It should also be noted that effective January 1, 1988, the Province of Alberta increased the subdivision fee schedule for applicants seeking subdivision approval from regional planning commissions. The new application fee is intended to reflect more closely the direct costs associated with the processing of subdivisions.

In conclusion, the past year was very busy and challenging, and one which required staff to apply a wide range of skills, ingenuity and creativity to fulfil the demands that were placed upon the Commission. We hope that our efforts have proven fruitful and we look forward to meeting the challenges ahead.

SUBDIVISION DATA
APRIL 1, 1988 TO MARCH 31, 1989

Subdivision Applications & Decisions

Municipality	Pending Decision from Earlier Years[1]	Received	Approved	Refused	Abandoned/ Deemed Refused/ Withdrawn	Pending Decision on March 31, 1989
M.D. of Sturgeon	6	57	23	14	4	16
County of Leduc	5	43	28	7	1	7
City of Spruce Grove	1	5	2	0	2	1
Town of:						
Beaumont	1	3	1	0	0	2
Bon Accord	0	0	0	0	0	0
Calmar	0	1	1	0	0	0
Devon	0	2	1	0	0	1
Gibbons	0	1	1	0	0	0
Morinville	0	1	0	0	0	1
Redwater	0	0	0	0	0	0
Stony Plain	3	14	9	1	0	4
Village of:						
Legal	0	0	0	0	0	0
New Sarepta	0	0	0	0	0	0
Total	**16**	**127**	**66**	**22**	**7**	**32**

1. Of all 16 applications pending decisions from earlier years, 10 were approved and 6 were denied.

Subdivision Applications & Parcels Approved

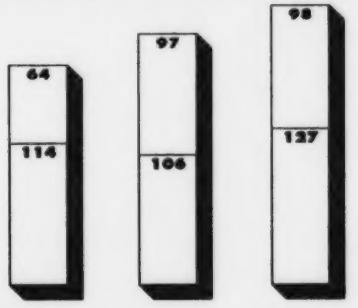
0 Approved Applications
***0** Approved Parcels*

Municipality	Agriculture[1]		Country Residence[2]		Industrial		Public Institut.[3]		Comm.[4]		Res.		Mult. Use		Total	
M.D. of Sturgeon	**12**	*12*	**11**	*12*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**23**	*24*
County of Leduc	**13**	*19*	**14**	*16*	**0**	*0*	**1**	*1*	**0**	*0*	**0**	*0*	**0**	*0*	**28**	*36*
City of Spruce Grove	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**1**	*1*	**1**	*5*	**0**	*0*	**2**	*6*
Town of:																
Beaumont	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**1**	*3*	**0**	*0*	**1**	*3*
Bon Accord	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*
Calmar	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**1**	*2*	**0**	*0*	**0**	*0*	**1**	*2*
Devon	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**1**	*1*	**0**	*0*	**1**	*1*
Gibbons	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**1**	*30*	**0**	*0*	**1**	*30*
Morinville	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*
Redwater	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*
Stony Plain	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	*7*	*86*	**2**	*150*	**9**	*236*
Village of																
Legal	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*
New Sarepta	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*	**0**	*0*
Total	**25**	*31*	**25**	*28*	**0**	*0*	**1**	*1*	**2**	*3*	**11**	*125*	**2**	*150*	**66**	*338*

1. Agricultural Parcels include small farm parcels having an area of 4 hectares and over.
2. Country Residence includes parcels having an area up to 4 hectares.
3. Public Institutional includes public buildings, roads, reserve parcels, sanitary landfills, recreation parcels, sewage lagoons and water treatment plants.
4. Commercial includes Highway Commercial.

SUBDIVISION DATA

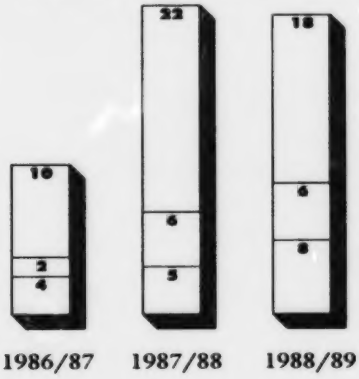
SUBDIVISION APPLICATIONS & REFERRALS - E.M.R.P.C. REGION



Applications to other S.A.A.'s reviewed by E.M.R.P.C.

Applications made to E.M.R.P.C.

SUBDIVISION APPEALS

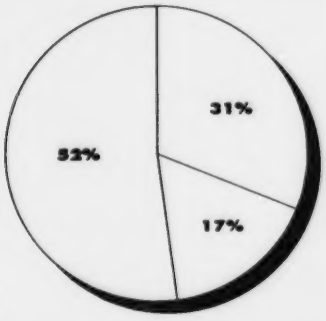


Appeals withdrawn or pending at end of fiscal year

Appeals denied

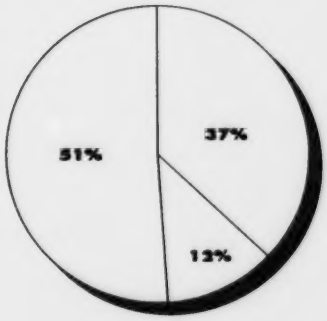
Appeals granted

E.M.R.P.C. DECISIONS ON SUBDIVISION APPLICATIONS



1988/89

1987/88



1986/87

Applications pending, withdrawn or expired

Applications denied

Applications approved

ADMINISTRATION
BRANCH REPORT

PATRICIA HEFFEL

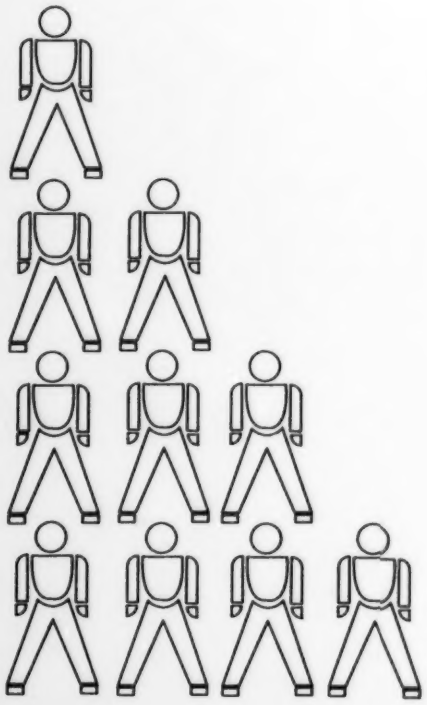
The Administration Branch is responsible for providing administration services to the rest of the organization.

The Branch provides reception, word processing, library, filing and accounting services. We maintain personnel records, work on the budget, do the payroll and report monthly on the Commission's financial position. The accounting function is slowly changing from a manual system to computerization through ACCPAC.

Microfilming our files continues to be a priority for the administration. The process is tedious and must be done carefully to ensure that information is not destroyed or misplaced.

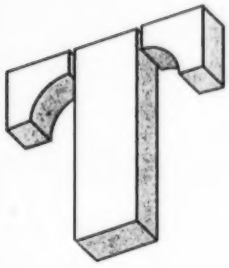
The library provides many different services to our staff and outside clients. Planners, students, lawyers and others use the library for the research and background material it has.

The past year saw a change in word processing equipment. We changed from Micom dedicated word processors to IBM – PC's. The staff very quickly adapted to the new WordPerfect programmes and equipment. We are looking forward to learning more on the new equipment and to providing fast, and accurate turn-around of documents.



INFORMATION SERVICES
BRANCH REPORT

RON L. MATTIUSSI, M.C.I.P.



The Information Services Branch was created in the Fall of 1987 to begin implementing the information management strategy, developed for the Commission by Robert Liley and Associates in 1986. The Information Services Branch is responsible for the collection, processing, maintenance, and dissemination of the Commission's information resources, the administration of the Municipal Census Programme and the Public Affairs function of the Commission. The branch is also responsible for the acquisition, maintenance and integration of the Commission's computer hardware and software.

On February 1, 1989 the Drafting/Graphics function became part of the Information Services Branch. The automation of the Drafting/Graphics function, with the intention of ultimately creating a Geographic or Land Related Information System, necessitated this organizational change. This move is timely in that the Edmonton Metropolitan Region was chosen as the site of the Alberta Planning Board's Land Related Information System Pilot Project. The Information Services Branch is the branch which will provide the Commission's contribution of staff resources to the project.

One of the major activities which occurred this year was the integration of micro-computers into our operations. The first function to be converted was word-processing. The conversion was relatively fast and there was only a marginal drop in production as everyone learned the capabilities of the new system. The next step was the integration of desk-top publishing and computer graphics as part of the Drafting and Graphics function. The final activity of the 1988-89 fiscal year, and one which is ongoing is the transfer of the information which currently resides on the University of Alberta computer into a form which will allow for in-house access and processing. By year end all of the historical census data and some of the land-use information had already been downloaded and converted.

Along with numerous enquiries from the general public, member municipalities and other government agencies, staff of the Information Services Branch provided information and technical assistance to the City of Leduc, the County of Strathcona, Sturgeon Regional Recreation Council (through the M.D. of Sturgeon) Alberta Municipal Affairs and, internally, for the Beaumont Annexation Application Report and the Market Areas Study.

In 1988, the Municipal Census Programme had the highest number of requests to date, and, given limited staff resources, some municipalities had to be turned down. The branch was able to provide assistance to the M.D. of Sturgeon, the Towns of Gibbons and Devon and the Village of New Sarepta. The Commission's involvement in the Municipal Census Programme is to aid municipalities obtain a standardized set of demographic data on their communities as thoroughly and efficiently as possible. The information obtained through this programme is used for regional and municipal planning, as well as by the hospital, school, recreation and service boards and commissions of the Region. Our primary objective for the programme is to encourage the use throughout the Region of a standardized census form, which is comparable to the form used by Alberta Bureau of Statistics. Our secondary objective is to provide our member municipalities with the training and materials they need to eventually conduct their own census programme. Our ultimate goal for the programme is to have up-to-date, accurate and comparable demographic information available for all communities in the Edmonton Metropolitan Region.

The Drafting/Graphics unit is responsible for the production of all of the final reports, plans, subdivision exhibits, audio-visual presentations, displays, brochures and newsletters produced by the Commission. The use of micro-computers by the unit will enhance the quality of the graphics produced while saving both time and money. The unit was also involved in a great deal of streetscape design work for the Town of Bon Accord as well as Calmar, Redwater and Gibbons Downtown Plans.

In the future the branch will play a key role in the implementation phase of the APB-LRIS Pilot Project and will carry on with its objective of providing high quality, timely information to the other branches and our member municipalities.

STAFF

Commission Staff as of March 31, 1989

Executive Director
R. G. Madziya

Executive Secretary
Helen Woodley

ADMINISTRATION

Manager
Patricia Heffel

Librarian
Philippa Fairbairn

Word Processing Operators
Maureen Dawson
Heather Andrews

File Clerk
Paula Kowalchuk

Receptionist
Darlene Lall

INFORMATION SERVICES BRANCH

Manager & Public Affairs Officer
Ron Mattiussi

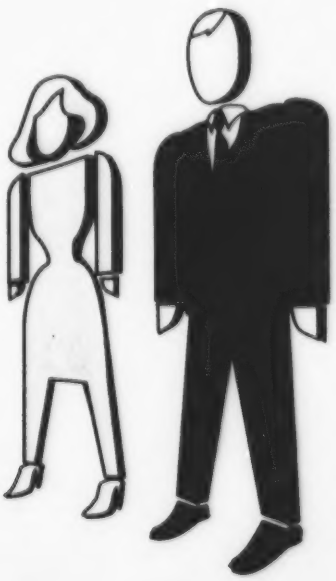
Technologist
Gordon Willis

Technician
Margaret Flaska

Chief Draftsperson
Ross Martin

Intermediate Draftsperson
Duane Riehl

Junior Draftspersons
Karen Schafer
Alberto Zepeda



GENERAL PLANNING BRANCH

Manager
Eugene Dmytruk

Planner III
Doug Macdonald

Planner III
Marlene Exner

Planner II
Bea Fricson
Jim Mackie

Planner I
Susan Maceyovski

Technician
Lori Kustra

STRATEGIC PLANNING BRANCH

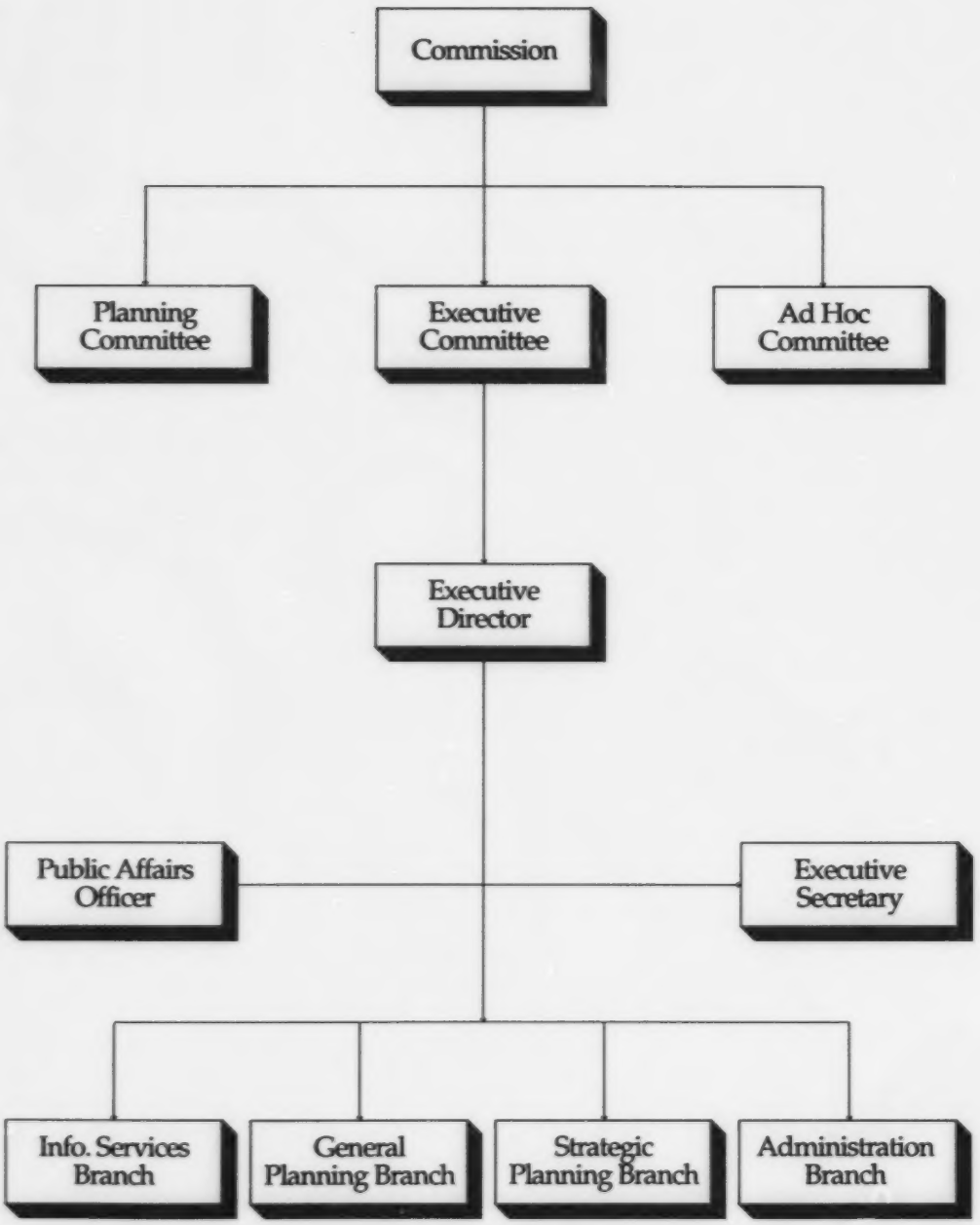
Manager
Peter Dickson

Planner III
Wes Shennan

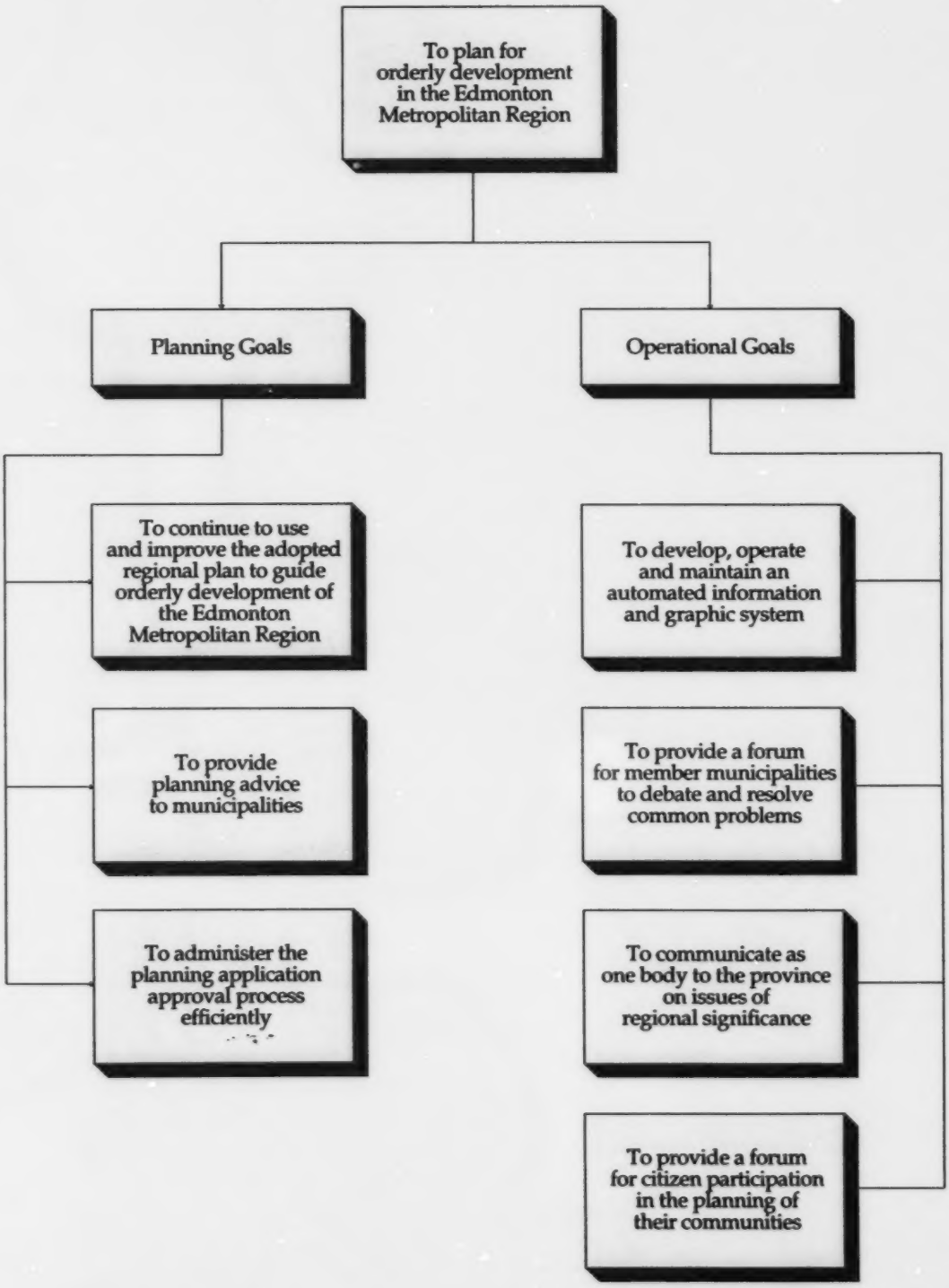
Planner I
Patricia Wankiewicz

Economist
Ctibor Skoda

ORGANIZATIONAL STRUCTURE



GOALS
OF THE COMMISSION


To plan for orderly development in the Edmonton Metropolitan Region
Planning Goals
Operational Goals
To continue to use and improve the adopted regional plan to guide orderly development of the Edmonton Metropolitan Region
To provide planning advice to municipalities
To administer the planning application approval process efficiently
To develop, operate and maintain an automated information and graphic system
To provide a forum for member municipalities to debate and resolve common problems
To communicate as one body to the province on issues of regional significance
To provide a forum for citizen participation in the planning of their communities

FINANCIAL STATISTICS
AUDITORS' REPORT

Thorne Ernst & Whinney

Chartered Accountants

3000 - 10104 - 103 Avenue
Edmonton, Alberta, Canada
T5J 3V8

(403) 425-0240
Telex: 037-2966
Fax: (403) 429-7379

To the Members of
Edmonton Metropolitan Regional Planning Commission

We have examined the balance sheet of Edmonton Metropolitan Regional Planning Commission (the "Commission") as at March 31, 1989 and the statement of revenues, expenditures and accumulated surplus for the year then ended. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests and other procedures as we considered necessary in the circumstances, except as explained in the following paragraph.

In common with many not-for-profit organizations, the Commission derives some of its revenue in the form of shared cost contributions, publications and maps revenue, subdivision fees, Winter Seminar revenues and miscellaneous revenues, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of the revenue from these sources was limited to accounting for the amounts recorded in the records of the Commission and we were not able to determine whether any adjustments might be necessary to these revenues, excess of revenues over expenditures, assets, and accumulated surplus.

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the revenues referred to in the preceding paragraph, these financial statements present fairly the financial position of the Commission as at March 31, 1989 and the results of its operations for the year then ended in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

May 5, 1989

FINANCIAL STATISTICS
BALANCE SHEET

	March 31	
	1989	1988
ASSETS		
CURRENT ASSETS		
Cash	$195,683	$281,320
Accounts Receivable	1,732	4,249
Prepaid expenses	6,118	2,719
	203,533	288,288
FURNITURE, EQUIPMENT AND LEASEHOLD IMPROVEMENTS, at cost (note 1)		
Furniture and equipment	402,612	344,231
Leasehold improvements	73,913	73,913
	476,525	418,144
	$680,058	$706,432
LIABILITIES AND EQUITY		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	$105,012	$126,854
EQUITY		
Equity in fixed assets (note 2)	476,525	418,144
Accumulated surplus	98,521	161,434
	575,046	579,578
	$680,058	$706,432

Lease commitments (note 3)

APPROVED BY THE COMMISSION:

_____ Chairman

_____ Executive Director

FINANCIAL STATISTICS

STATEMENT OF REVENUES, EXPENDITURES AND ACCUMULATED SURPLUS

	Year ended March 31	
	1989	1988
REVENUES		
Alberta Planning Fund	$1,473,707	$1,561,410
Shared cost contributions	3,276	340
Subdivision fees	17,043	7,310
Publications and maps	3,856	4,415
Interest	24,768	25,800
Winter Seminar	15,020	9,770
Transfer from accumulated surplus	63,957	—
Miscellaneous	25,468	5,824
	1,627,095	1,614,869
EXPENDITURES		
Staff salaries - permanent	984,375	982,312
Staff salaries - temporary	3,974	2,156
Staff benefits	120,112	108,970
Staff training and travel	44,140	37,221
Members' fees	56,432	47,246
Members' travel	10,805	8,596
Office rent	91,912	94,527
Utilities and maintenance	13,017	7,764
Parking	11,340	11,400
Telephone	21,672	23,939
Office supplies	12,089	8,681
Postage	8,219	9,221
Publications	2,423	5,987
Printing and duplication	48,237	47,999
Drafting supplies	16,152	14,337
Microfilming	—	9,922
Furniture and equipment		
Purchases (note 1)	77,336	66,513
Rentals, repairs and maintenance	24,111	25,683
Leasehold improvements (note 1)	—	3,912
Land titles office	1,719	1,722
Legal fees	5,056	23,327
Advertising	4,670	5,320
Recruitment and relocation	5,121	21,981
Audit	3,900	3,900
Public Relations	2,965	6,209
Consultant fees	21,818	42,114
Insurance	2,221	1,736
Aerial photographs and maps	4,097	1,063
Winter Seminar	19,952	15,710
Miscellaneous	8,186	7,795
	1,626,051	1,647,263
EXCESS OF REVENUES OVER EXPENDITURES (EXPENDITURES OVER REVENUES)	1,044	(32,394)
Accumulated surplus at beginning of year	161,434	193,828
Transfer to revenues	(63,957)	—
ACCUMULATED SURPLUS AT END OF YEAR	$ 98,521	$ 161,434

FINANCIAL STATISTICS

NOTES TO FINANCIAL STATEMENTS YEAR ENDED MARCH 31, 1989

GENERAL

The Edmonton Metropolitan Regional Planning Commission was established under the Province of Alberta Planning Act to prepare, adopt and administer a Regional Plan.

SIGNIFICANT ACCOUNTING POLICY

Furniture, equipment and leasehold improvements

Purchases of furniture, equipment and leasehold improvements are recorded as expenditures in the year of acquisition. No depreciation is recorded in the accounts.

This accounting policy is in accordance with a financial reporting study commissioned by the Alberta Planning Board.

1. FURNITURE, EQUIPMENT AND LEASEHOLD IMPROVEMENTS

	Balance April 1, 1988	Additions During the Year	Disposals During the Year	Balance March 31, 1989
Furniture and equipment	$344,231	$77,336	$18,955	$402,612
Leasehold improvements	73,913	—	—	73,913
	$418,144	$77,336	$18,955	$476,525

2. EQUITY IN FIXED ASSETS

	1989	1988
Balance at beginning of year	$418,144	$357,999
Additions during the year	77,336	70,425
Disposals during the year		
Proceeds	(6,184)	(3,725)
Write-down of original cost	(12,771)	(6,555)
BALANCE AT END OF YEAR	$476,525	$418,144

NOTES TO FINANCIAL STATEMENTS YEAR ENDED MARCH 31, 1989

3. LEASE COMMITMENTS

The Commission has annual lease commitments for the rental of office and parking space expiring March 1, 1999. The annual lease cost for office space is $118,000 for the first 5 years, and will be set at the market rate on April 1, 1994 for the remaining 5 years. The annual lease cost for parking space is $18,240, which may be adjusted by the Landlord from time to time. Estimated annual costs for utilities, taxes, and maintenance in addition to the lease costs, is $83,352.

The lease agreement for the rental of office space provides for free rent from April 1, 1989 to March 31, 1990 and a rental credit of $59,000 per annum from April 1, 1990 to March 31, 1994, subject to the Commission maintaining the lease in good standing.

4. CHANGES IN FINANCIAL POSITION

A statement of changes in financial position has not been prepared as the information which would normally be provided by the statement is readily available in the statements presented.